

2 January 1986

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Paperwork Reduction

You will recall a study concerning paperwork reduction was recently completed within the DI which indicated most of the paperwork burden within the DI related to DA requirements. Specific recommendations relevant to the DA follow:

- (a) Office of Personnel combine forms 1152 and 1152b because they are duplicative. Form 1152 is a Request for Personnel Action and Form 1152b is a Request for Personnel Action Supplement.
- (b) Office of Finance combine forms 540 and 540b; both forms are used for domestic travel.
- (c) Office of Security automate or use phone for Certification of Clearance and Outside Activity Approval forms.
- (d) Office of Training and Education combine Forms 73 and 136 used for internal and external training.

These recommendations and a copy of the Paperwork Reduction Study are sent to you for your review and possible action.

Robert M. Gates
Deputy Director for Intelligence

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SECRET